

Grammar L4GLO3

Passive Voice

Learning Outcome 3: Passive forms: past, future and present perfect

NOTICING A Read the sentences. Check (✓) the sentences with passive verb forms. Then write the tense that these verb forms are in: simple past, present perfect or future simple).

1. This statue was erected in the year 1965. ☐ _____
2. Our employees worked together to come up with a new logo. ☐ _____
3. From now on, every call will be answered within 26 seconds. ☐ _____
4. All these documents have been checked carefully. ☐ _____
5. The student gym will open again on September 3. ☐ _____
6. These tools haven't been used for a very long time. ☐ _____
7. None of these tasks were carried out on time last week. ☐ _____
8. I was interested in the engineer position. ☐ _____

Passive Voice

We use the passive voice when we want to focus on the action itself and not the person or people who do it. This could be because we don't know who does the action or we do know who does the action, but we think that it is not important. As a result, we usually use the passive voice to describe processes or the different steps that need to be completed for something to happen.

Remember that you can use the passive voice in a range of tenses. Pay attention to how each tense is formed.

B Complete the sentences with the simple past, present perfect or future simple passive form of the verbs in parentheses.

1. This part of the project _____ (complete) at the end of this month.
2. Unfortunately, no further building work _____ (do) recently.
3. These students _____ (award) a prize for their excellent exam results last year.
4. Your destination _____ (reach) in approximately 13 minutes.
5. These houses _____ (build) in the 1980s.
6. The boxes aren't in the warehouse. They _____ (move) outside.

C Think about the place where you study. Make notes about the things below. Think about how to use the passive voice to present the information.

1. how the place was built and other things that were done there in the past
2. what has been done at the place recently
3. what will be done at the place in the future

D Work in pairs. Use your notes from exercise C to tell your partner about the place where you study. Help your partner correct any errors in his/her information.